

J. McGrath

April 21, 1986

North Central Association Visit--Campus Response Committee

A committee is being formed to work with the Self-Study Steering Committee which is preparing for the visit to Harper by a North Central Association team in October, 1987. I would like you to serve as a member of this Campus Response Committee representing the Faculty Senate.

This 20-person committee will have responsibilities for:

- 1) providing access/liaison to the many constituencies on campus.
- 2) examining materials prepared by the Steering Committee and testing them for accuracy and clarity.
- 3) returning to individual constituencies to solicit materials necessary to answer questions specific and unique to those constituencies.
- 4) acting as a deliberative body with respect to evaluative questions.
- 5) examining and reacting to the final draft of the document prior to its submission.

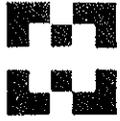
The major contribution of this committee will take place during the fall semester of 1986.

The first meeting of this committee will be on Wednesday, April 30, in the Dining Room of Building A, beginning with a light supper at 4:45 p.m. Members of the Steering Committee will give an overview of the self-study process and explain the purpose and responsibilities of the Campus Response Committee. The meeting will conclude by 6:30 p.m.

An effort has been made to organize a committee that is broadly representative of the campus community. Your role in the self-study process is important. I hope you will be able to serve.

Please call my office at extension 2390 to confirm your attendance at the meeting on April 30.

kf



William Rainey Harper College

Memo to: Members of the Campus Response Committee

From: North Central Steering Committee -
Joann Powell, Roger Mussell, John Muchmore

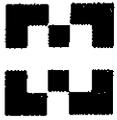
Date: August 28, 1986

Subject: Self-Study Update

As we indicated in our April meeting, the three of us spent much of the summer gathering the descriptive material required for the Self-Study. We called upon a number of you for that material and responses were very helpful.

At the present time, we have nearly completed a rough descriptive document. We expect to complete that task and to turn our attention to editing the material within the next two weeks. Our current goal is to have an edited, draft document The Self Study: A Descriptive Document ready for distribution to you by mid October. We will print enough copies so that you will be able to distribute them to the members of the particular constituency that you represent. In addition, we will place copies in division offices and in the library. At that time we will be calling upon you to formally join us in the Self-Study activity. You may anticipate a memo that will alert you to your specific role. Likewise, we anticipate a meeting of the response committee sometime during the month of October. We will give you as much notice as possible and work to schedule the meeting at a time during which the majority of you are free.

We believe the project is going well and look forward to this new phase. Thank you for your support.



William Rainey Harper College

Memo to: NCA Self-Study
Campus Response Committee

From: Steering Committee
John, Roger, Joann

Date: September 17, 1986

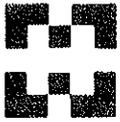
Subject: Committee Meeting
October 30, 1986 4:30-6:00 P.M.

We have set a date for the next meeting of the Campus Response Committee on Thursday, October 30, at 4:30 P.M. in the Dining Room of 'A' Building. The meeting will begin at 4:30 and a light supper will be served about 5:30.

At this meeting we will distribute copies of the draft of the Self-Study and the list of evaluative questions which we will ask you to discuss with your group and respond to. These responses will be requested by February 1.

We hope you can attend this meeting and participate further in this process. If you have a schedule conflict and cannot attend, please call one of us.

JP/md



William Rainey Harper College

Memo to: Harper Community
From: NCA Self-Study Steering Committee
Date: 9-29-86
Subject: Self-Study Process

In October, 1987, Harper will be visited by a team representing the North Central Association to review our accreditation status. In preparation for that we are undergoing a self-study process which will culminate in a report to be sent to the team members prior to their visit.

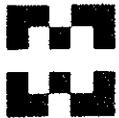
In December, 1985, President McGrath appointed John Muchmore, Roger Mussell, and Joann Powell to a steering committee to direct the self-study process and finalize the report. This committee is working with a Campus Response Committee of 20 persons. Each member of this larger committee represents a major institutional committee or other constituent group.

The Steering Committee has prepared a draft report which is a descriptive document. The next step is to incorporate evaluative comments into the report from members of the campus community. Each member of the Campus Response Committee will be receiving copies of the draft report and a set of evaluative questions to respond to after discussions with their constituent committee or group.

In addition to the committee responses, we want to encourage individuals to read the draft and submit comments. For that purpose, copies of the document will be available in each division office and in the Library beginning November 1. Please take the time to review the draft document and submit any comments to members of the Steering Committee by February 1, 1987.

Your involvement in this important process is needed to make the self-study a true reflection of Harper. Please let us hear from you.

JP/md



William Rainey Harper College

MEMO TO: Members of the Campus Response Committee

FROM: North Central Steering Committee

DATE: October 15, 1986

In accordance with the plan described at our initial meeting in April, 1986, the steering committee working with others on campus, has prepared a descriptive study of Harper College. The study is divided into four chapters, each based on one of the four evaluative criteria of the North Central Association (NCA).

At this point we are asking the Campus Response Committee to initiate a formal evaluative effort. As members of that committee, you should complete the following tasks:

1. Distribute the draft document to members of your particular constituencies. (In addition, multiple copies of the draft and document will be placed in division offices and the library.)
2. Check the document for error and/or substantial omissions. (Forward any such discoveries to Dr. Powell as soon as possible so that appropriate corrections can be made.)
3. Review the draft from the perspective of the committee or group in light of the evaluative questions.
4. Respond to those evaluative questions from that same perspective and provide these responses on the accompanying form.

In order to meet the timetable, please submit your responses to Dr. Joann Powell, Steering Committee Chair, by February 1, 1987.

If you have questions, please contact any one of the Steering Committee:

Dr. Joann Powell
Dr. John Muchmore
Dr. Roger Mussell

JM/bm

3. How do current financial resources and the management and utilization of these resources contribute to or hinder the College's efforts to satisfy its mission and purposes?

4. How do existing and planned physical resources and management and use of those resources contribute to or hinder the College's efforts to realize its mission and purposes?

5. How do Harper's programs and services contribute to or hinder the College's efforts to satisfy its mission and purposes?

III. The institution is accomplishing its purposes.

Evaluative Questions

1. Is Harper accomplishing its purposes and realizing its mission?

2. Are there unique areas in which Harper College is able to demonstrate unusual success in achieving its mission and purposes?

3. Are there areas in which the College is either failing to meet its mission and purposes or in which significant changes must be made in order to insure that the College does continue to meet its mission and purposes?

IV. The institution can continue to accomplish its purposes.

Evaluative Questions

1. Can the College continue to accomplish its purposes and achieve its mission?

2. What in Harper's history gives evidence that the College can and will continue to accomplish its purposes in the future?

3. How do current characteristics of the College demonstrate that Harper can continue to accomplish its purposes?

Evaluative Questions

I. How can the College continue to accomplish its purposes and achieve its mission?

4. How will the planning processes that are in place contribute to Harper's ability to continue to accomplish its purposes and achieve its mission in the future?

5. What plans are in place that give evidence that Harper can and will continue to accomplish its purposes and satisfy its mission?

6. Are there areas of planning that are not adequately or effectively addressed and which will, as a result, hinder Harper's efforts and/or limit Harper's ability to accomplish its purposes and satisfy its mission?

Committee or Group _____

Representative _____

Date _____